

Meeting Minutes
City of Wetaskiwin Library Board
February 13, 2024
5:15 PM ~ Library Meeting Room

In attendance: Christine Hutchinson, Kathy Stephanson, Laura White, Paul Edginton, Joe Branco, Heidi McFadzean, Bill Elliot, Malora Clayton

Guests: Margaret Law – external organizational review, Rachel McCrank (Wei Yuan) – city finance, Jeff Alliston-Metrix Group auditor

Absent – Von St. Martin

Call to Order 5:17 pm

- 1) Approval of Agenda
 - i. Motion to approve agenda as amended
 - ii. Moved= Joe
 - iii. 2nd= Laura
 - iv. Passed
- 2) Approval of minutes of January 23, 2024 meeting
 - i. Motion to approve minutes as presented
 - ii. Moved= Heidi
 - iii. 2nd= Laura
 - iv. Passed
- 3) Introduce Guests
- 4) Old Business
 - a. Finalize Committees
 - i. Finance Committee – wait for appointment of a treasurer (after we have Margaret Law’s report and hopefully vacant board seats are filled).
 - b. 2022 Audited Financial Statement presented by Jeff Alliston by Metrix Group
 - i. Motion to approve the audited 2022 financial statement as presented
 - ii. Moved= Heidi
 - iii. 2nd= Joe
 - iv. Passed
 - c. 2023 City Contribution Error presented by Rachel from the City of Wetaskiwin (not audited). Margaret will meet with Rachel and Paul to sort out previous year’s true ups with the city prior to making a recommendation to the board about how to handle this moving forward.
 - d. 2023 Wetaskiwin Public Library Annual Report presented by Christine for submission to PLSB.
 - i. Motion to approve annual report as presented
 - ii. Moved= Joe
 - iii. 2nd= Laura
 - iv. Passed

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- e. Organizational Review: Margaret Law gave update on where she is at in the audit review. She has reviewed our documentation. She is meeting with staff, Christine, Kathy and city staff. We will attend another meeting prior to submitting her report/recommendations.
- 5) New Business
- a. Signatures on Expense Documents Submitted to City: current WPL policy requires 2 signatures for all invoices. Margaret will review and bring us recommendation/options.
 - b. City approved \$480,400 for 2024 budget. Christine will forward proposed budget.
 - c. Calendar of Priority Dates for WPL. Info: WPL board has previously met on the 3rd Tuesdays of the month. FCSS also meets on the 2nd Tuesday each month. Christine will send the calendar.
- 6) Director's Report – Presented by Christine
- 7) Correspondence: Strathmore conference on March 9th. Kathy will attend.
- 8) Parking Lot: trustee posting is still open
- 9) In-camera
- i. Motion to go in camera at 7:25pm
 - ii. Moved= Bill
 - iii. 2nd= Laura
 - iv. Passed
 - v. Motion come out of camera at 7:47
 - vi. Moved= Heidi
 - vii. 2nd= Joe
 - viii. Passed
- 10) Next meeting March 12, 2024
- 11) Adjournment at 7:48pm